G R S 58]

Previous references

File No 305-13

1913-14

(Edn)

Serial Nos 1, 3-5

Later references

GENERAL AND REVENUE SECRETARIAT

Serial Nos 1, 3-5

Part B for February 1915

SUBJECT

Approval of revised forms and registers for use in the Edn Deptt

no 2760 S 6 2 15 To the Secrett Govt Press

SLS Forward a copy of Serial 3 to the Govt Press Secrett

GPB—10,000—2C 3 15

B Sreenivasa Rao
1/1/15

4612

GRS 11] 1913-14

GENERAL AND REVENUE SECRETARIAT

(Gen)

NOTES

File No 305-12

FILE HEADING

Revision of the Forms & Registers used in the Gen Deptt

From The Govt of Gen in Imperial

No 10123/523 Dated 16/2/14 Received 12/2/14

Diary No 4612 | Enclo | Spare Copies | Serial No 1

BRIEF ABSTRACT OF LETTER

Submits for approval revised forms and Registers for use in the Gen Deptt

NOTES AND ORDERS

The Govt State that some of the forms & Registers now in use in the Gen Deptt have become obsolete and some do not satisfy present requirements. A revision of the forms & Registers has therefore become urgently necessary. The Govt

NOTES—First Sheet

GIB— 000—1 6 12

Serial No

appointed a Small Committee for the purpose and on the Recommendation of this Committee, the forms to Registers are said to have been Revised & 166 new ones have been suggested to be ~~many~~ introduced Hence I get Request Govt Sanction for introducing the Revised forms

2 The list of the forms to Registers Received with this Dy's letter is enclosed

3 Noted for orders

24/2/14

4 Has the Office Verified the list as well as the necessity of the new forms suggested which come to the large figure of 166 ?

Sd/-
28/2

5 The list of the forms has been verified Out of 127 forms that existed till now, 4 have become obsolete, 4 are not traceable and 3 belong to the local Exn Office which is said to make its own arrangement for the printing of the forms. 52 forms have been retained, and the other 64 have been revised In addn to this 166 new forms have been devised, making

:—Cutting sheet

General and Revenue Secretariat

Egn File No 305 of 1913-14

Serial No

a total of 282 forms

6 Except the grant-in-aid forms which have been already approved of along with the recent grant-in-aid rules, copies of all the forms have been enclosed

7 As to the necessity of the new forms the Eff Audit Br and the Fin Br may be consulted

8 Submitted with a draft for approval or other orders

8 Pt III
3 3 14

7 9 See 8th

Draft 20/3

10 The forms may be approved when the Efficiency Audit Branch examines the work of the Edn Dept & suggests a revision of forms changes may be made - the registers are meant for departmental use & there is no need for examn by the Fin Branch

1st Member of Council 24/3

11 Please arrange the forms so as to show which are daily, which monthly etc and also which

NOTE—Contn sheet

G I S 12]

General and Revenue Secretariat

Edn File No 305 of 1913–14

Serial No

officer has to send as I wish to have an idea of what they are before sanctioning them

The new forms must be separately tabulated

12 The file may be sent to Dy Offre who for the classification being made It would perhaps be well if a clerk of the Dy Offre could come over the available when 1st member goes through file

6/4/14

No 2224 Dy 6.4 | 13 Forwarded unofficially to the Dy of Education for favour of selling the forms classified as desired by the First Member

By -o

Secretary agreed to send to Govt

6/4

P.T.O

NOTE—Contn sheet

CPB—60 000—7 11 13

Edn 305-13

5

No 53-8/16 4 64

14 Out of ₹ 116 existing Forms and Registers 10 relating to the Grant-in-Aid Code have already been approved by Government Of the remaining 106 46 are annual /6 half-yearly, 3 quarterly, 10 periodical 22 monthly and 24 daily

15 Out of the 166 new Forms and Registers 22 pertaining to the Grant-in-aid Code have received the approval of Government Of the other 144 as many as 58 relate to the Head Office 27 come under Technical and Industrial Education, 13 under Normal Training and 14 under Miscellaneous The increases under the other classes are small in all amounting to 32 To meet the requirements of the revised Grant-in-aid Code and to systematize the clerical work at the Head Office it has become necessary to adopt new Registers and Forms To keep abreast of the times new Forms and Registers have also ₹ to be introduced

Edn 305-13

introduced for the use of Special Institutions and Special Departments of work

16 Of the 144 new Forms 14 are annual, 1 half-yearly / quarterly 20 periodical 13 monthly and 95 daily

H. Sharpe Rao
16 April 1914

6612

G R S 17]

General and Revenue Secretariat | Edn File No 305 of 1913–14

Serial No

17 Submd with the H O ~~Opinion~~ Re cards of the 2½ d Edn

18 Two statements are submd showing the existing and new forms arranged according as they are annual, half-yearly, quarterly, monthly or daily

8½ III
17 4 14
BS

19 Secy & A)

SPM
17/4

X & Y

Priority

(20) ~~I have~~ I have a notion that the number of printed forms required is excessive ~~The~~ There are a number of them which can easily have heads nos written out as only a small number will be used Some might be easily amalgamated with others But it is ~~not possible~~ hardly possible for me to sit and revise all the 256 forms – We may approve and ask the I.G to reduce the number

19/5/14

(21) Put up

MM 21-5-14

NOTE—Contn sheet

GPI—10,000—7 11 13

G P S 12] 1748 4612 SUBMIT FOR FURTHER ACTION

General and Revenue Secretariat | Edn File No 305 of 1913.

Serial No	
	(Q.2.) Draft Sulid
	Sd 30 S 14
	BJS
	23 Sept 2 ft) Spn 2/6
	2B Issue
	CSB
	7/6/14
3	To the DG of Edn 12573 & 13 6 14
	Approves of the revised forms with some obsns
4	From the Asst to the DG E Do 923 & 30 1 15
	Requests that a copy of serials may be sent to the Supdt Govt Press, and that the file may be returned to him
	2B Submd with 2 copies of the Q.o endorsed, for signature, one to be for is the Supdt Govt Press and the other to be sent to Dr F
	It is not clear why the file is wanted by the Office of the DG
	5 2 15
	To Supdt Govt Press, No 2760 & 6/2/15

Engrave Hand and Sebundels Rly 6/2

Do miller after 1 7 2 DG 2 copies of " miller

NOTE.—Cover sheet

GPB—60 000—7 11 13

G I S 1?]

9

General and Revenue Secretariat | Edn File No 305 of 1913

Serial No	
	Forward a copy of Serial 3 to Supdt Govt Press

NOTE—Contn shee

GPB—60 000— 11 1

Analysis

Annual - 46

Half Yearly - 1
Quarterly - 3
Periodical - 10
Monthly - 22
Daily - 24

Total 106

Add previous one 10
Forms

116

85	37	Daily	From Number Book	Head office
-	38	-do-	Register of Building Works and Repairs	-do-
89	39	-do-	Cash Account Book	-do-
88	40	-do-	Register of Travelling allowance Bills	-do-
-	43	-do-	History of Services of teachers etc	-do-
87	66	-do-	Audit-Register of Grants-in-aid bills and Scholarships	-do-
-	117	do-	Application for appointment	-do-
--	119	-do-	Form of Proposal for transfer of Schools	-do-
66	125	-Do-	Travelling allowance Bill	all teachers
117	129	-Do-	Statement of Proposition for alteration in the Scale of Establishment	Inspecting officers
69	176	-do-	Application for admission (English)	all Schools
76	177	-do-	-do- do- (Kannada)	-do-
71	178	-do-	Transfer Certificate and Certificate Books (English)	-do-
72	179	-do-	-do- do- (Kannada)	-do-
-	258	-do-	Application for a New School	People
73	275	-do-	Receipt form	

99	126	— do —	Return of transfers and promotions of masters	Inspecting officers
100	127	- do -	Statement of fines reductions, suspensions etc	do
101	128	- do -	Return of Permanent and Temporary appointments	Inspecting officers
108	130	do	List of Village Fund Schools transferred from one village to another	do
61	168	- do -	Scholarship Bill	Aided Schools
29	181	- do	Abstract of Work and Diary	Inspecting officers
102	182	- do	Reports of Schools Examined	— do —
	267	- do -	Fee register in diglot	High Schools A V Schools and Taluk Schools
	268	- do -	Attendance Register in Diglot	All Schools
105	277	- do -	School Fee receipt Book for A V Schools	A V Schools
81	21	Daily	Letter Form (full sheet)	Head office
82	22	- do -	— do — (Half sheet)	- do -
-	29	- do -	Docket Form (Long)	- do -
-	30	- do -	— do — (Short)	- do -
79	31	- do -	— do — for forwarding Registered letters	— do —
83	33	- do -	— do — do —— audited bills	— do —
80	34	- do -	Hukkum Form (Kannada)	- do -
86	36	- do -	To Number Book	— do —

68	273	Periodical	List of authorised Holidays for Govt Hindustani Schools	For Schools
75.	274	— do —	Proceedings of the Committee of Examiners	Procdgs of the committee
109	276	Periodical	Model Time Table	Periodical
52	102	Monthly	Report of progress in A V Schools	A V Schools
53	103	— do —	— do — in Taluk Kannada Schools	Taluk Kannada Schools
54	104	— do —	— do — and attendance in V E Schools	V E Schools
55	105	— do —	— do — of Hindustani Schools	
56	107	— do —	Return of attendance and fees in High and A V Schools	High and A V Schools
58	108	— do —	— do — do — in Taluk Schools	Taluk Schools
—	109	— do —	— do — do — in V E Schools (to be submitted by Inspecting officers)	Inspecting Officers
57	110	— do —	— do — do — do — in A V and Taluk Kannada Schools (— do —)	— do —
30	120	— do —	Return of all kinds of leave other than casual leave granted and acting arrangements	— do —
62	122	— do —	Detailed bill of Permanent Establishment for Taluk Schools	A V and Taluk Schools
64	123	— do —	— do — do — for V E Schools	Shanbhogs
65	124	— do —	Pay abstract for V E School Masters	

	254	Annual	Sloyd Record (English)	Supervisor of Sloyd
	255	-do-	-do- (Kannada)	-do-
20	256	-do-	Statement of New Schools to be opened	Inspecting officers
19	257	-do-	-do- Increases and New Grants	-do-
-	175	Half-Yearly	Detailed Bill of the half yearly Scholarships payable to the Mysore Govt Damodardas Khadayata Scholars out of the Damodardas' Charities	Committee
114	9	Quarterly	Statement of Fresh men entertained as officials in the offices of the Education Department	Head Office
115	10	-do-	Statement of promotions given to officials in the Offices of the Department	-do-
116	198	-do-	Quarterly list of Furniture required for schools	Inspecting officers
97	114	Periodical	Results of Terminal Examinations in High Schools	High Schools
	132	-do-	Periodical Increment Certificate	Teachers of Schools
32	196	do-	Census Statement (English)	School Masters of English School
33	197	-do-	----- do (Kannada)	-do- Vernacular School
47	270	do	Grants for Village School Committees	Inspecting officers
25	271	do	Completion Report	-do- and Head masters
67	272	do-	List of Authorised Holidays for Government Schools	For Schools

35	186	Annual	Inspection report of Vernacular Schools	Inspecting Officers
38	188	-Do-	Examination Mark list for A V Schools	School Masters of A V Schools
39	189	-Do-	-Do- Do- for Vernacular II Class onwards	-Do- Vernacular Schools
40	190	-Do-	-Do- Do- Do- I Class downwards	-Do-
41	191	-Do-	List of furniture and Reference Books (English)	-Do- of A V Schools
42	192	-Do	-Do- Do- (Kannada)	-Do- Vernacular classes
26	193	-Do-	Second Vernacular Standard Pass Certificate	Inspecting officers
104	194	-Do-	Third Lower Standard Pass Certificate for female pupils	-Do-
31	195	-Do-	Prize Label	-Do-
-	217	-Do-	Form of Agreement	Normal Schools
111	241	-Do-	Application for admission to the Engineering School Mysore	Engineering School
-	243	Do-	Form of application for admission to the Mechanical Engineering School	Mechanical Engineering School
-	252	-Do-	Paper Sloyd Record (English)	Supervisor of Sloyd
-	253	-Do-	-Do- (Kannada)	-Do-

95	88	Annual	Analysis of Statistics of Schools and Scholars to be attached to the Annual return	Inspecting Officers
14	89	- Do -	Return of Schools and Scholars (Booklet)	Schools and Inspecting officers
15	90	- Do -	Return of Schools and Scholars (Kannada)	All Schools
16	91	- Do -	- Do - (Private Institutions)	Amildars
17	92	- Do -	Abstract of Receipts and expenditure	All Schools
18	93	- Do -	- Do - Do - (Kannada)	- Do -
	94	- Do -	Return of Receipts and Expenditure of V E Schools	- Do -
13	96	- Do -	Return of Public Examinations for English Colleges and High Schools	Colleges and High Schools
21	97	- Do -	Detailed Statement of Permanent Establishment (Form no 3)	Schools
22	98	- Do -	- Do - of new names leaves etc (Form no 4)	- Do -
113	99	- Do -	Return of attendance and expenditure of Hostels and Boarding Houses	Hostels
24	180	- Do -	Programme of Inspection Tour	Inspecting officers
106	183	- Do -	Inspection Report of High Schools	Circle Inspectors
107	184	- Do -	- Do - A V Schools	Inspecting Officers
110	185	- Do -	- Do - Sanskrit Schools	Inspecting officers and Sanskrit Schools

1	1	Annual	General Table I - Abstract Return of Colleges, Schools and Scholars	Head Office
2	2	- do -	- do - II Abstract Return of Expenditure on Public Instruction	- do -
3	3	do	- do - III Return of Colleges Schools and Scholars	- do -
4	4	- do -	- do - IV Return of Expenditure on Public Instruction	- do -
5	5	do -	- do - V Return of the Stages of Instruction of pupils in public Schools for general Education	- do -
6	6	- do -	- do - VI Return showing the results of Prescribed Examinations	- do -
7	7	- do -	- do - VII Return of the distribution of local fund and Municipal expenditure on public Instruction	- do -
7(a)	8	do -	- do - VIII Return showing the expenditure and attendance in Hostels and Boarding Houses	- do -
112	32	do -	Annual Return Docket form	- do -
8	84	- do -	Annual Return of Scientific and Literary Societies	Scientific and Literary Socs
9	85	- do -	Annual Return of Printing Presses and Publications	District Magistrate
10	86	- do -	Analysis of Publications Registered	& Translator
12	87	- do -	Return of Schools and Scholars (Books)	Inspecting officers

Tabular Statement of Existing Forms and Registers
arranged according as they are Annual &c

Serial number of the new form	Whether annually half-yearly monthly or daily used	Description of Form	Officer by whom the form is sent or used or institution using the same

Appendix
Remarks

Tabular statement of how Forms of Registers are arranged according to Thyroid Armature

Edn 30-B
Serial 1

Ldn 81]

OFFICE OF INSPECTOR GENERAL OF EDUCATION IN MYSORE

461

No 10123/5-23 Bangalore / 0th February 1914

From Rao Bahadur
M SHAMA RAO Esq MA
Inspector General of Education in Mysore

To
C S Balasundaram Iyer Esq B A
Secretary to the Government of
His Highness the Maharaja of Mysore
Departments of Education & Agriculture
Bangalore

SIR

I have the honour to state that among the "Educational Forms and Registers' now in use some have become obsolete and some do not satisfy present requirements Further the enlargement of the scope of the Grant-in-aid Code the development of Industrial and Technical Education and Normal Training and the inauguration of the Public Library and Compulsory Education Schemes not to speak of the progress of Education in other directions forced on my attention the pressing necessity for the introduction of new Forms and Register and thorough revision of existing ones I accordingly appointed a Committee consisting of Messrs H R Krishna Murthi Head Master High School Department Maharaja's College Mysore A Krishnaswami Iyer Head Master High School Kolar B Tirumalachar Deputy Inspector of Schools Kolar District & Narayana Rao Deputy Inspector

of Schools, Bangalore District, with Mr B Dasappa Inspector of Schools, Bangalore Circle, as President As a result of their labours which were largely supplemented by those of the Deputy Inspector General of Education my Assistant and office Manager, 64 existing forms and registers have been revised and 166 new ones suggested to bring the work of the Department into line with modern conditions A complete set of all Forms and Registers as detailed in the appended classified list with an explanatory note is submitted for the approval of Government I solicit the favour of early orders on the subject, so that it may be possible for me to include them in my Annual Indent for Forms and Registers for the year 1914-15 to be forwarded to the Superintendent, Stationery Depot about the beginning of the next month

I have the honour to be,

Sir,

Your most obedient servant

for Chamier Rao

Inspector General

TNR

Enc 10-Pl

CLASSIFICATION OF EDUCATIONAL FORMS AND REGISTERS

Class		Number From	Number To
A.	Forms and Registers used at the Head Office	1	83
B	Annual Statistical and Financial Returns	84	101
C	Periodical Returns from Colleges Schools &c	102	116
D	History of Services	117	135
E	Grant-in-aid	136	167
F	Scholarship	168	175
G.	Inter-School Rules	176	179
H	Inspection and Examination of Schools	180	198
I	Public Library	199	204
J	Medical Inspection of School children	205	208
K	Normal Training	209	222
L	Industrial and Technical Education	223	251
M	Sloyd	252	255
N	Expansion of Elementary Education	256	258
O	Miscellaneous	259	282

Inspector General of Education

TNR

EXPLANATORY NOTE

Enc 1: 5(1

Old Forms and Registers -

'There were 127 forms of which 4 have become obsolete 4 are not traceable and 3 are forms relating to the Local Examinations office which makes its own arrangements now to print its forms &c Out of 116 forms n use 52 have been retained unchanged and 64 have to be revised to suit present Educational conditions Annual Statistical Returns ,Periodical Returns and Returns relating to History of services Grant-in-aid and Inter-School Rules and Inspection have come in for a large share of revision

New Forms and Registers -

The number of additional Forms and Registers required for regulating the work of the Head Office and subordinate offices and for meeting the requirements of the revised Grant-in-aid Code and Normal and Special Institutions amounts to 166 The subjoined table shows at a glance the increase under various heads -

	Class	No	Remarks
A.	Head Office		
	For minimising correspondence work	16	Forms of dockets and communications
	For facilitating despatch of work and exercising checks on the work of the clerical Establishment	12	(Registers and Forms)
	For keeping for ready reference correct accounts of Salary and Results grants Building grants grants for apparatus and appliances &c	13	Registers

enc 4054 16

	Class	No	Remarks
For	Budget estimates and Reappropriations Office contingent charges Endowment Funds Awards of Scholarships Bills for arrears of pay and allowances and increments pension &c	17	Registers, mainly
	(At present the information relating to some of these heads is embodied in manuscript Registers)	--- 58	
B	Statistical and Financial Returns for the Annual Report The increase under this head is only 3	3	
C	Periodical Returns - Under this class 6 additional returns are necessary One relates to the Fee account of Colleges one to Terminal Examination Results of Kannada and Anglo-Vernacular Schools and 3 refer to the account of Hostels One is a Cash Account Form	6	
D	History of Service -		
	1 Recommendation Roll		
	2 Application for leave		
	3 History of Services of Teachers to be maintained in Inspecting Officers' offices		
	4. & 5 Registers of bills for travelling allowance and arrears of pay		
	6 List of absentees (This is adopted)	6	
	(The above are absolutely necessary for speedisposal of pension and leave papers &c)		
E.	Grant-in-aid -	22	
	The abnormal addition under this class is necessitated by the revised Grant-in-aid Rules The forms have been already submitted for the approval of Government in my letter No 4487/254 dated 31st Oct 1913		

enclosure 1

17

	Class	No.	Remarks
F	Scholarships - Forms of application for various kinds of Scholarships are indispensable	6	
G	Inter-School Rules	Nil	
H	Inspection of Schools - Examination Mark List for High Schools is introduced	1	
I	Public Library and Reading Room - The introduction of Registers and forms for keeping Reading Room and Library Accounts is most desirable	6	
J	Medical Inspection of School Children		
K	Normal Training	13	
L	Technical and Industrial Education No forms are prescribed at present for these schools There is a need for the introduction of departmental forms to all these schools to regulate their work	27	
M & J	Sloyd and Expansion of Elementary Education	Nil	
O	Miscellaneous including Physical Culture The addition under this head is 14 For sports accounts Physical Development Corporal punishment and keeping of accounts of scholarships and contingent charges &c in the offices of the Inspecting officers new forms are recommended	14	

Encl 1 (C) 16

TO SUM UP - 52 old Forms and Registers have been retained untouched 64 have been revised and 166 new ones have been recommended for the approval of Government

W. Shareef Rao

Inspector General of Education

TTR

19

GRS 28]

Edn File No 305-13
Serial No 3

Diary No of letter replied to 4612

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT
(Edn)

the 191

READ—

Letter No 10123/523 dated the 10th December 1943 from the D.G.E. & Education in Mysore submitting for approval of Govt certain revised forms and registers for use in the Education Deptt.

ORDER THEREON.—No.

Order thereon 125738/305-13-1 dated 13-6-44 approved, subject to the observation that the Govt is requested that the D.G.E. may be requested to send specimens of printed forms required, as appears

over

Date of issue 13-6-44

Signed by Mr A V Ramanathan

SUBJECT

Govt also observe that a
the excesses. ~~that a~~ number
of Teams can easily have readings
written and as only a small number
will be used and that some
might be easily amalgamated
with others

The Board of Education
is requested to see that the
required to be printed
number is reduced as far as possible

CSB
7/6/44
SPM for Secretary Board of
Education

The Board of Education with the forms and regulations
the Public Govt Orders for information.

DIARY No 1748
19-19
SECTION
FOLIO
SERIAL No

Sd/- with a typed copy of
the order endorsed for issuing forms
to the

D O 923 URGENT

OFFICE OF THE DIRECTOR GENERAL OF EDUCATION IN MYSORE

Bangalore 30th January 1915

Dear Mr Ramanathan

I am sending herewith the file relating to the revision of the Forms of the Education Department It will be seen from the Government Order that a copy of it was not sent to the Government Press As the Superintendent Government Press requires the Government Order to put the work of printing the forms in hand I request you will be good enough to issue necessary instructions to the Press at an early date Kindly return the file

Yours truly

MR ramanujam

VI